NOTICE NO.
LN 12-1

LN 12-1
SAFETY AND HEALTH
14 January 1980

ESTABLISHMENT OF A SAFETY AND HEALTH COMMITTEE WITHIN THE OFFICE OF LOGISTICS

1. The Office of Logistics has a continuing responsibility to promote and encourage health and safety awareness and ensure that OL personnel are provided with a working environment free of safety and health hazards. Towards this end, an Office-level Safety and Health Management by Objective (MBO), OL 28-80, has been established to develop and implement a Safety and Health Program within the OL which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA) and other Government standards to assure safe and healthful working conditions for all OL employees. To implement this vital MBO, I have formed a Safety and Health Committee comprised of the following members:

STAT

Deputy Chief, Supply Division, OL - Chairman
Deputy Chief, Logistics Services Division, OL
Deputy Chief, Real Estate and Construction Division, OL
Deputy Chief, Printing and Photography Division, OL

STAT

Assistant Executive Officer, OL
OL/Security Staff - Safety Officer
Committee Coordinator - P&PS

2. The Committee will assist the D/L in the fulfillment of his safety and health responsibilities by:

(a) formulating and implementing a uniform Safety and Health Program within the OL designed to stimulate employee involvement and awareness;

(b) reviewing and coordinating all internal-sponsored safety and health programs to ensure uniformity and standard application;

(c) addressing and providing in the program requirements for periodic inspections, safety equipment, training, employee awareness programs, health and safety standards, and a program evaluation;

(d) participating in the translation of statutory requirements into practical applications within the OL and ensuring strict conformance to policy directives contained in OSHA and other regulatory statutes concerning safety and health standards.

3. The Committee should be guided in its efforts by the action plan contained in MBO OL 28-80. Quarterly reports for tracking the progress of this DDA objective will be required and are to be submitted to the Plans and Programs Staff, OL, on the following dates:

1st quarter - 17 January 1980
2nd quarter - 11 April 1980
3rd quarter - 11 July 1980
4th quarter - 10 October 1980

In addition, the Committee should be prepared to submit periodic reports of its accomplishments for inclusion in the required annual OSHA report.

STAT

James H. McDonald

Att:
MBO OL 28-80

DDA - FY 1980 MBO Program

Proposed Objectives

Office of Logistics

NUMBER: OL 28-80

SHORT TITLE: Health and Safety Program

STATEMENT OF OBJECTIVE: To develop and implement a Health and Safety Program within the Office of Logistics which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA), the standards developed by the Secretary of Labor, existing executive orders and federal regulations, and the Provisions of HR 12-1 to assure safe and healthful working conditions for all employees.

EXPLANATION: This objective will focus on formalizing existing health and safety procedures and implementing new procedures to form a comprehensive Health and Safety Program within the Office of Logistics.

COORDINATION: This objective will be coordinated with the Office of Medical Services and the Office of Security to insure compliance with Agency objectives.

GOAL: The goal of this objective will be threefold: To assure a working environment free of safety and health hazards; to provide adequate safety and health training to personnel; to make employees aware of their rights and responsibilities under OSHA and the Agency Safety and Health Program.

OBJECTIVE NO. OL 28-80

ORG. Logistics

OBJECTIVE

Develop and implement an Office of Logistics Safety and Health Program which meets the objectives of the Occupational Safety and Health Act of 1970 (OSHA), the standards developed by the Department of Labor, Executive Orders, and Federal and Agency regulations, to ensure safe and healthful working conditions for all assigned employees.

FY	MYR	DOLLARS
80	1.0	60,000

OCT - NOV
DEC - JAN
FEB - MAR
APR - MAY
JUN - JUL
AUG - SEP

X EXCEEDING PLAN
O MEETING PLAN
- BEHIND PLAN

STAT

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Organize Office of Logistics Safety and Health Committee.	O											
2. Committee members review all existing safe and health guidelines, i.e., statutes, executive orders, and regulatory issuances.			O									
3. Briefing of OL Safety and Health Committee by Office of Security safety officer and Office of Medical Services health officer.		O										
4. Conduct safety and health survey as it relates to personnel and working environment.				O								
5. OL Health and Safety Committee to prepare Health and Safety Program for OL. It will include requirements for:					O							
a. Periodic inspections b. Safety equipment c. Training d. Employee Awareness Programs e. Health and Safety Standards f. Program Evaluation												
6. Periodic reports to include annual OSHA report outlining actions taken and summary of achievements.												O

OBSOLETE PREVIOUS EDITIONS

(41)(42)

DUTIES OF COMPONENT SAFETY OFFICERS

1. Supervise the station or base safety program.

2. Monitor the proper use, storage and disposition of dangerous materials.

3. Conduct inspections at least once annually to ensure compliance with safety and health standards; conduct inspections more frequently where there is an increased risk of accident, injury or illness due to nature of work.

4. Report all unsafe practices and deviations from safety requirements to the Chief of Station or Base.

5. Investigate accidents, injuries, fires, and explosions and prepare a report as outlined below.

Investigating and Reporting

1. Each of the following incidents will be investigated in a manner consistent with security and cover considerations as soon as possible:

    a. injuries and illnesses incurred by Organization employees in the performance of official duties;

    b. accidents involving official vehicles, quasi-personal vehicles, or personal vehicles used on official business, which result in personal injury or damage to vehicles, property or equipment, regardless of who was injured or what was damaged.

c. accidents which result in damage to other types of Organization equipment;

d. fires and explosions which result in damage to Organization property or equipment.

If, however, the incident is investigated by the cover installation and the station or base can review the report, a separate investigation by the station or base is not required.

2. Accident Report Form 2652a will be completed within six (6) working days for each of the incidents listed in subparagraphs 1a, 1c and 1d above, and accidents listed in subparagraph 1b above, which result in personal injury or in property damage of $100 or more. Form 2652a will be prepared in accordance with pouch security requirements and forwarded through normal channels to headquarters, attention Division Safety Officer. If after the submission of Form 2652a the employee loses more than one workday, visits a physician more than once, is hospitalized, or is placed on restricted duty, transferred or terminated as a result of the reported incident, a supplemental From 2652a with this additional information will be submitted through the same channels.

3. Report by cable to headquarters, attention Division Safety Officer, within one working day after the occurrence any employment accident which is fatal to one or more employees which results in the hospitalization of five or more employees or which involves property damage of $100, 000 or more.

HEADQUARTERS BUILDING FIRE BARRIER PROJECT

Headquarters Building fire barrier project to include all vertical and horizontal openings through firewalls and floors. This project to correct all vertical and horizontal openings of fire transmission hazards throughout the building due to penetrations in the walls, floors, and ceilings caused by the installation of cables, conduits, and ducting over the years. Additionally, all hallway doors to be equipped with automatic door closures in the event of a smoke alarm. Project design completed and construction package forwarded to Procurement Branch on 3 February 1981 within the General Services Administration. The Procurement Branch requires approximately a three month period to award the contract with a tentative award date of 5 May 1981. Project construction is for one year duration.

OPERATIONAL & OCCUPATIONAL SAFETY IMPROVEMENTS OF P&PD BLDG

This project to improve personnel safety and health enviornment within the Printing & Photography Building. These improvements inclusive of recommendations of a study accomplished by Biospherics Incorporated. Project to include improved ventilation throughout all building work stations. Design is completed and construction schedule to begin on or about 15 May 1981. The duration of this project is 260 days.

SOMAT EXTRACTOR STATION WORK SAFETY IMPROVEMENTS

Installation of equipment enclosure guards, safety handrails, and expanded metal safety walkways to the equipment completed. These work safety improvements were accomplished to enhance personnel safe working conditions.

WEST PARKING LOT STAIR REPLACEMENT

A design contract has been awarded (FY81) to support a GSA work order issued in FY80. The new stair design is to incorporate a more comfortable tread and riser arrangement as well as adding a landing for safety near the mid point of the flight. Work should be undertaken this spring (1981).

ROUTING AND TRANSMITTAL SLIP 3/9/81

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1.		
2. C/P&PS/OL	[illegible] MAR 81	
3.		
4.		
5.		

	Action		File		Note and Return
	Approval		For Clearance		Per Conversation
	As Requested		For Correction		Prepare Reply
	Circulate		For Your Information		See Me
	Comment		Investigate		Signature
	Coordination		Justify		

REMARKS

STAT [ ]

I don't know if the attached is my copy or what - Please send on to Pete in case he needs a file stuffer -

STAT [ ]

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆U.S.GPO:1978-0-261-647 3354

TRANSMITTAL SLIP | DATE 2/9/81

TO: C/HEB

ROOM NO. 3E24 | BUILDING Hqs

REMARKS:

STAT

Put together some notes on this subject. Such things as your activities, any project such as firebarrier job, my participation as advisor to Safety Comm. funding stair for West Park Lot etc.

STAT

Need by Thursday

FROM: DC/RECD

ROOM NO. | BUILDING | EXTENSION

FORM NO. 241 1 FEB 55 REPLACES FORM 36-8 WHICH MAY BE USED. (47)

Approved For Release 2008/08/28 : CIA-RDP86-00735R000100010029-2

13 Feb. deadline

ROUTING AND RECORD SHEET

SUBJECT: (Optional)
CIA's Annual Occupational Safety and Health Report

FROM:
STAT
STAT
Chief, P&PS/OL

EXTENSION

NO.
OL 1 0341 (a)

DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. STAT Acting Chairman,				
2. OL Safety & Health Comm. STAT				To 2 thru 6:
3. DC/P&PD/OL				Realize this is a short deadline. Suggest you do the best you can in getting the information together. Please submit your input directly to Plans and Programs Staff. Responses are required in P&PS by 13 February.
4. DC/LSD/OL				
5. DC/RECD/OL ✓				
6. DC/CD/SD/OL STAT				
7.				
8.				
9. Rod -				
10. Your Action.				
11. STAT				2/6/81
12.				
13.				
14.				
15.				

FORM 1-79 610 USE PREVIOUS EDITIONS

4 FEB 1981

25X1 MEMORANDUM FOR: [redacted]
Acting Chairman,
OL Safety and Health Committee

25X1 FROM: [redacted]
Chief, Plans and Programs Staff, OL

25X1 SUBJECT: CIA's Annual Occupational Safety and Health Report [redacted]

REFERENCE: Memo for D/L fm DD/OS (PTOS), dtd 27 Jan 81, same subj (OS 1 0136; OL 1 0341)

1. The Office of Logistics has been tasked to provide an input to the Agency's Annual Occupational Safety and Health Report which is being prepared by the Office of Security for submission to
25X1 the Department of Labor. [redacted]

2. Since the OL Safety and Health Committee oversees the safety and health program within OL, I would appreciate if the Committee would provide a listing of safety and health accomplishments during 1980 together with projected goals for CY 1981 which can be included in the Agency's Annual Occupational Safety and Health Report. I have attached a copy of the referent memorandum and guidelines to assist the Committee in formulating its response. The response may be similar in content and format to the previous year's report, i.e., inspections, training, employee awareness programs, safety equipment and other enhancements, removal or correction of safety hazards, health, goals and objectives for CY 1981, or any other health and safety improvements taken. Also, to the extent possible, please indicate how much was, or is, being
25X1 spent on these various programs. [redacted]

3. The Committee's input is required by 13 February 1981 in
25X1 order to meet an 18 February deadline. Contact [redacted]
25X1 [redacted] for further information or guidance. [redacted]

25X1 [redacted]

Att

25X1 [redacted]

[redacted] 25X1

OL 1 0341(a)

[redacted]

27 JAN 1981

MEMORANDUM FOR: Director of Logistics

STAT FROM: [redacted]
Deputy Director of Security (PTOS)

SUBJECT: CIA's Annual Occupational Safety and Health Report

1. The Occupational Safety and Health Act and Executive Order 12196 require that the head of each Federal Agency submit to the Secretary of Labor an annual report concerning the Agency's safety and health program.

2. Attached are guidelines for the annual report for CY 1980 which were received from the Secretary of Labor.

3. The final report will be prepared by the Safety Group. It would, therefore, be appreciated if the input from the Office of Logistics could be forwarded to the Safety Group by 23 February 1981.

STAT [redacted]

Attachment

FEB 1 0341

U.S. DEPARTMENT OF LABOR

SECRETARY OF LABOR
WASHINGTON, D.C.

JAN 13 1981

Honorable Stansfield Turner
Director
Central Intelligency Agency
Washington, D.C. 20505

Dear Mr. Turner:

The submission of the 1980 annual report on your occupational safety and health program, as required by Section 19 of the Occupational Safety and Health Act of 1970, is due by April 1, 1981.

The enclosed guidelines specifying the information to be included in the 1980 report are the same as last year, with the exception of 1) attachment 4 which was revised to include safety and health personnel according to 29 CFR 1960, Definitions; and 2) the following additional data which are needed:

a. A summary of your report (not to exceed two pages) which highlights your problems and achievements, and

b. A summary of your self-evaluation findings.

Also 29 CFR 1960, Part 1960.75(a)(2) states we will furnish you guidelines, by January 1, concerning the preparation of the annual report for the coming year (1981). Due to the delayed effective dates of Executive Order 12196 and the implementation of revised 29 CFR 1960, it was not possible to prepare and forward those guidelines by the above date. We hope to have them to you by April 1981.

OS 1 0136

The continued interest and support of each Federal department and agency head is absolutely necessary if the Federal Government is to provide safe and healthy working conditions for Federal employees.

Sincerely,

SIGNED RAY MARSHALL
Secretary of Labor

Enclosures

cc: Deputy Director for Administration

ANNUAL REPORT GUIDELINES FOR CY 1980

FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS

INTRODUCTION: These guidelines are provided to inform Federal agencies of the material to be included in their annual report on occupational safety and health as required by Section 2(5) of Executive Order 11807 and Section 19(a)(5) of the Occupational Safety and Health Act of 1970. These guidelines are based on the 10 element criteria approved by the Federal Advisory Council on Occupational Safety and Health.

PURPOSE: These annual reports provide information for the following:

- The Secretary of Labor's Report to the President on the Federal Occupational Safety and Health Program.
- Evaluative and consultative functions of the Office of Federal Agency Safety and Health Programs.

SUBMIT TO: The report should be prepared on standard size (8½ x 11) paper and submitted by April 1, 1981, to:

U.S. Department of Labor
Occupational Safety and Health
Administration
Office of Federal Agency Safety
and Health Programs
200 Constitution Avenue, N.W.
Washington, D.C. 20210

CONTENTS: PROGRAM FOR CALENDAR YEAR 1980

The annual report shall provide the following information on your agency's program during CY 1980 relative to the 10 elements of an effective occupational safety and health program. Where documentation is required you may reference the specific requirement in the enclosed program documentation or in documentation on file at the Office of Federal Agency Safety and Health Programs.

1. EMPLOYEE INVOLVEMENT

- o CONSULTATION WITH EMPLOYEES/EMPLOYEE REPRESENTATIVES - document and describe implementation of requirements for consultation with employees and their representatives in planning and operating the program.
- o EMPLOYEE PARTICIPATION IN PROGRAM OPERATION - document and describe implementation of provisions.
- o COMMITTEE MEMBERSHIP - document and describe implementation of procedures for providing committees, membership, and participation at both headquarters and field levels.
- o EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS - document and describe implementation of procedures for reporting hazardous conditions, including review and appeal to OSHA. Provide the requested information on actions taken on Federal Employee Reports in accordance with agency procedures at the field, regional, and headquarters levels, on Attachment 1.

- SAFEGUARDS FOR DISCRIMINATION, REPRISAL, RESTRAINT, INTERFERENCE, OR COERCION - document and describe implementation of procedures prohibiting discrimination and etc. against employees for participating in the program. Describe procedures and mechanisms for investigation of allegations of discrimination, reprisal, etc., resulting from employee participation. How many such allegations were investigated and corrected through these procedures for the past calendar year?
- POSTING OF NOTICE, AVAILABILITY OF ACT, 29 CFR 1960, AGENCY PROGRAM - document and describe implementation of procedures for informing employees of their rights and responsibilities. Is OSHA Federal employee notification "Occupational Safety and Health Protection for Federal Employees" posted, or has the agency developed its own notification? What format is the OSH program distributed or disseminated to the employee, administrative directive, safety and health manual, part of employee handbook, etc.?
- EMPLOYEE PARTICIPATION IN FIELD FEDERAL SAFETY AND HEALTH COUNCILS - document and describe implementation of procedures providing for and promoting participation and membership in FFSHCs as work related activity, including payment of travel and other expenses incurred as a result of participation.

- o [illegible] and describe implementation of procedures for informing employees of applicable standards and their right of review.
- o NOTICES OF UNSAFE OR UNHEALTHFUL CONDITIONS - document and describe implementation of procedures for posting of notices informing employees of hazards in work areas.

2. EXECUTIVE SUPPORT AND DUTIES

- o POLICY - Document and describe the implementation of the official policy statement of the agency head on the occupational safety and health program.
- o FUNDING - Report the dollars requested, appropriated and used for the implementation of the agency program as required in OMB Circular A-11 on Attachment 2. Also, report the estimated dollars for compliance with OSHA or agency OSH standards.
- o ORGANIZATION - Describe the organizational structure of the occupational safety and health function from the designated safety and health official to field level safety and health personnel. An organization chart for the occupational safety and health function should be provided.
- o ATTACHMENT 3 - Administration of Safety and Health Program
  - Agency name and address.
  - Agency head name, title, and address.
  - Agency Designated Safety and Health Official name, title, address, and telephone.

- Agency Safety and Health (Chief, Manager, Coordinator, Director, etc.) name, title, grade level, job series number, address, and telephone.

3. SAFETY AND HEALTH HEADQUARTERS AND FIELD STAFF AND FUNCTIONS

- o ATTACHMENT 4 - Full-time Occupational Safety and Health Staffing at Headquarters and Field Units - job series number and grade level. Also include employment data as requested.
- o ATTACHMENT 5 - Safety and Health Staffing of Field Units - full-time and collateral duty - definition, address, employment, and OSH staffing by grade level, full-time or collateral duty, and total work time spent on OSH activities at each field unit.
- o ATTACHMENT 6 - Full-time OSH Professionals - Complete for each full-time OSH professional counted in Attachment 4. Enter name, title, job series, grade level, work location, and work telephone.
- o RESPONSIBILITIES AND DUTIES OF OSH STAFF - document and describe the OSH responsibilities and duties at the headquarters, regional, and field levels.

4. OPERATING MANAGEMENT AND SUPERVISORY DUTIES

- o SUPERVISORY AND OPERATING MANAGEMENT RESPONSIBILITIES - document and describe the implementation of procedures for informing management of OSH responsibilities.

- o EVALUATION OF EMPLOYEES OSH PERFORMANCE - document and describe the implementation of the requirement that each employee's occupational safety and health performance be included as part of their periodic performance evaluation.
- o REPORTS OF UNSAFE OR UNHEALTHFUL CONDITIONS - document and describe the implementation of the requirement that management is informed of its responsibilities in investigating and correcting employee reports of hazardous conditions.

5. SAFETY AND HEALTH STANDARDS ADOPTION

- o ADOPTION OF OSHA STANDARDS - document and describe adoption.
- o PROMULGATION OF AGENCY "CONSISTENT" STANDARDS - document and describe implementation of procedures. What standards, other than OSHA's, were adopted during the calendar year?
- o ADOPTION OF EMERGENCY STANDARDS - document and describe implementation of procedures.

6. OCCUPATIONAL SAFETY AND HEALTH TRAINING ACTIVITIES (Attachment 7)

- o TRAINING - describe the types, extent of, training availability, and number of employees participating in training conducted for the various levels of employees including the full-time safety and health professionals, collateral-duty safety and health personnel, management, supervisors, representatives of employee groups, employees, and OSH Committee members.
- o SPECIALIZED TRAINING CONDUCTED FOR HIGH RISK JOBS - describe.

7. INSPECTION AND HAZARD ABATEMENT PROCEDURES

- o PERIODIC INSPECTION PROCEDURES - document and describe implementation of requirements. Include the number of periodic on-site inspections conducted by full-time OSH personnel (as defined in Attachment 3), the number of employees covered by the inspections, the number and types of hazards identified, the number and types of hazards abated or for which abatement schedules were proposed, and the cost of abating those hazards.
- o INSPECTION PERSONNEL AT FIELD LEVELS - document and describe qualifications and organization.
- o ABATEMENT PROCEDURES AND RESPONSIBILITIES - document and describe implementation of requirements.
- o PROHIBITION OF ADVANCE NOTICE PROCEDURES - document and describe implementation or requirements.
- o IMMINENT DANGER PROCEDURES - document and describe implementation of requirements.

8. RECORDKEEPING AND REPORTING PROCEDURES

- o CAUSAL ANALYSIS OF CY 1980 INJURIES, ILLNESSES, AND ACCIDENTS - describe analysis and corrective actions taken. Provide a breakdown on OSH injuries and illnesses for the last three calendar years on Attachment 8. Describe any use of Office of Workers' Compensation claims as verification of reported injuries and illnesses.

- o FLOW OF INJURY, ILLNESS, ACCIDENT, AND SERIOUS ACCIDENT REPORTS FROM FIELD TO SAFETY AND HEALTH OFFICIAL TO OSHA - document and describe implementation of requirements. How many serious accidents were reported to OSHA?
- o MAINTENANCE OF AND EMPLOYEE ACCESS TO INJURY, ILLNESS, AND ACCIDENT RECORDS AT FIELD LEVELS - document and describe implementation of requirements.

9. PROMOTIONAL AND INTERAGENCY ACTIVITIES

- o PROMOTIONAL TECHNIQUES USED TO INCREASE EMPLOYEE INTEREST AND PARTICIPATION - describe.
- o FIELD FEDERAL SAFETY AND HEALTH COUNCILS - describe participation at field level. Include a list of Councils in which your field personnel have participated.

10. INTRA-AGENCY EVALUATION PROCEDURES

- o SELF-EVALUATION PLANS AND PROCEDURES - document and describe implementation of requirements.

ACHIEVEMENT OF PLANNED GOALS AND OBJECTIVES FOR CY 1980

- o Briefly, describe your agency's achievement of the planned goals and objectives set for 1980.

SUBMISSION OF PROGRAM DOCUMENTATION

- o Attach a copy of your official occupational safety and health order, directive, etc., which implements Section 19 of the Occupational Safety and Health Act of 1970, Executive Order 11807, and 29 CFR 1960. Do not attach exhibits demonstrating elements of your program, only

enclose official program documentation. If your program documentation is unchanged from that report last year, note by stating "Same as CY 1979." The program documentation on file may be updated by submitting any new changes over CY 1980.

PROGRAM FOR CALENDAR YEAR 1981

GOALS, OBJECTIVES, AND PLANNED ACTIVITIES FOR CY 1981

- Describe your agency's goals and objectives for your program in CY 1980, including the planned activities involved in attaining these goals and objectives.

ATTACHMENT 1

FEDERAL EMPLOYEE REPORTS OF UNSAFE OR UNHEALTHFUL WORKING CONDITIONS AT THE FIELD, REGIONAL, AND HEADQUARTERS LEVELS

Provide the following information on Federal Employee Reports:

I. Field (Local) Level Activity

Number of Employee Reports Received _____

Number of Employee Reports Investigated _____

Number of Employee Reports Abated _____

Cost of Abating Reported Conditions $_____

II. Regional (Mid) Level Activity

Number of Employee Reports Initially Received at the Regional Level _____

Number of Employee Reports Forwarded From the Field Level _____

Number of Employee Reports Investigated _____

Number of Reported Conditions Abated _____

Cost of Abating Reported Conditions $_____

III. Headquarters - Designated Safety & Health Official (DSHO) Level

Number of Employee Reports Initially Received at Headquarters Level _____

Number of Employee Reports Forwarded to Regional or Field Level for Investigation _____

Number of Employee Reports Investigated by DSHO _____

Number of Reported Conditions Abated _____

Cost of Abating Reported Conditions $_____

ATTACHMENT 2

CY 1980 EXPENDITURES FOR OCCUPATIONAL SAFETY AND HEALTH

Provide the figures for CY 1980 in the following table:

	$ Requested	$ Allocated	$ Actually Expended
Professional Staff[1]			
OSH Training for:			
Professional Staff			
Management			
Supervisors			
Employees			
Abatement of Hazards			
Promotion of OSH Program			
Administration[2]			
Personal Protective Equipment			
Other[3]			
TOTAL			

NOTES:

1. Include civilian employees in series GS-803, 018, 019, 690, 804, and 081.

2&3. Define what is included as Administration and Other.

ATTACHMENT 3

ADMINISTRATION OF SAFETY AND HEALTH PROGRAM

AGENCY NAME _____

ADDRESS _____

_____

AGENCY HEAD NAME _____

TITLE _____

ADDRESS _____

_____

AGENCY DESIGNATED SAFETY AND HEALTH OFFICIAL NAME _____

TITLE _____

ADDRESS _____

_____

PHONE NO. _____

AGENCY SAFETY AND HEALTH (COORDINATOR, DIRECTOR, CHIEF, MANAGER, ETC.) NAME _____

TITLE _____

GRADE LEVEL _____ JOB SERIES _____

ADDRESS _____

_____

PHONE NO. _____

ATTACHMENT 4

FULL-TIME OCCUPATIONAL SAFETY & HEALTH STAFFING AT HEADQUARTERS & FIELD UNITS

GS SERIES	GS GRADES											
	5-8		9-11		12		13		14		15		16	
	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU	HQ	FU
SAFETY ENGINEER (803)														
SAFETY MANAGER/SAFETY SPECIALIST (018)														
SAFETY TECHNICIAN (019)														
INDUSTRIAL HYGIENIST (690)														
FIRE PROTECTION ENGINEER (804)														
FIRE PROTECTION SPECIALIST/ MARSHALL (081)														
HEALTH PHYSICIST (1306)														
OCCUPATIONAL MEDICINE PHYSICIAN (602)														
OCCUPATIONAL HEALTH NURSE (610)														
PHYSICAL SCIENCE TECHNICIAN (1311)														
ENVIRONMENTAL HEALTH TECHNICIAN (699)														
HEALTH TECHNICIAN (645)														
OTHER FULL-TIME (SPECIFY)														
TOTAL FULL-TIME														

HQ=HEADQUARTERS FU=FIELD UNITS

NUMBER OF EMPLOYEES:

Headquarters _____

Field Units _____

Total _____

VACANCIES IN SAFETY & HEALTH STAFFING:

Headquarters _____

_____

_____

Field Units _____

_____

_____

ATTACHMENT 5

SAFETY & HEALTH STAFFING OF FIELD UNITS

DIRECTIONS: List the agency field units and provide the requested information for each unit in the following table. Define organizationally the term "field unit" relative to the agency mission, size, and organization. The table should include both full-time and collateral-duty personnel. For field units staffed with collateral-duty personnel, the number of personnel and the total work (in man-years) spent on safety and health should be entered for each grade level. For example, a field unit with three GS-7 collateral-duty safety and health personnel, each devoting 40% of his work time to safety and health activities, should expend a total of 1.2 man-years for that grade on safety and health activities. This would be entered in the table as 3(1.2) in the CD column for the GS 5-8 grade level.

DEFINITION OF FIELD UNIT: _____

FIELD UNITS (NAMES, ADDRESSES AND AVERAGE EMPLOYMENT)	GS GRADES													
	5-8		9-11		12		13		14		15		16	
	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD	FT	CD

FT = Full-time CD = Collateral-duty

ATTACHMENT 6

FULL-TIME OSH PROFESSIONALS

Directions: Complete this form for each full-time professional at both the headquarters and field levels indicated on Attachment 4. The professionals should be in the job series GS 803, 013, 019, 690, 804, and 081. Include agency and sub-agency identification in the work address.

NAME _____

TITLE _____

JOB SERIES _____ GRADE LEVEL _____

WORK ADDRESS _____

_____

_____

TELEPHONE _____ (COMMERCIAL)

_____ (FTS OR OTHER)

NAME _____

TITLE _____

JOB SERIES _____ GRADE LEVEL _____

WORK ADDRESS _____

_____

_____

TELEPHONE _____ (COMMERCIAL)

_____ (FTS OR OTHER)

ATTACHMENT 1

TITLE OF COURSE	LENGTH OF COURSE (Hours)	NUMBER OF EMPLOYEES TRAINED					
		OSH FT PROFESSIONALS	OSH CD PERSONNEL	MANAGEMENT	SUPERVISORS	EMPLOYEE REPS.	EMPLOYEES	OSH COMMITTEE MEMBERS
TOTAL EMPLOYEES TRAINED								

FT = Full-time
CD = Collateral-duty

Approved For Release 2008/08/28 : CIA-RDP86-00735R000100010029-2

CALENDAR YEAR	NUMBER OF FATALITIES	NUMBER OF INJURIES		NUMBER OF ILLNESSES		TOTAL EMPLOY-MENT	TOTAL EMPLOYEE HOURS WORKED
		NON - LOST WORKDAY CASES	LOST WORKDAY CASES	NON - LOST WORKDAY CASES	LOST WORKDAY CASES		

NOTE: This data should agree with the data provided to OSHA annually on OSHA Forms 102F and 102FF in the Federal Accident Reporting System.

X

THE SAFETY PROGRAM

CHAPTER I: SAFETY PROGRAM

1. Every employee is entitled to work under conditions that are safe and healthful. Therefore, it is the policy of the Government to develop, support, and maintain an aggressive and comprehensive safety program. Within this framework, Departments and Agencies are encouraged to direct their efforts toward the prevention of all accidents that result in injuries to personnel and/or involve damage to motor vehicles, property, and equipment. Every effort should be made to prevent fires by initiating proper safeguards. In addition, all employees are responsible for performing their duties in a safe manner.

2. At larger installations and in larger components the Safety Officer should consider establishing a Safety Committee consisting of at least three individuals to assist him in the performance of his safety duties.

3. An effective safety program must include:

   a. Inspections. Safety inspections are the backbone of a safety program and are conducted to prevent fires, accidents, and injuries.

b. Education and Training of Employees. Safety consciousness, i.e., being mentally alert and capable of identifying and correcting safety hazards, is an essential of good safety performance and must be developed in all employees. This can be done by notices, briefings, and other pertinent supervisory practices.

c. Investigations. All accidents, fires, and injuries should be promptly investigated.

d. Reporting Procedures. Procedures should be developed by the Safety Officer or Safety Committee to ensure that each fire, accident, and injury is reported. The Safety Officer and Safety Committee must be fully informed of all such incidents in order that corrective and preventive action can be taken.

e. Analyses of Statistics. Statistics do not prevent accidents, but they provide the basis for an effective safety program. A thorough analysis of all accidents and injuries will indicate trends toward serious injuries, hazards to be controlled, and protective measures needed. The statistics should consist of uniform classification in order that the analysis may bring out pertinent information for specific problems.

CHAPTER II: SAFETY INSPECTIONS

1. A safety inspection is the principal means of locating potential accident causes. Safety inspections are made (1) to ensure compliance with applicable safety and health standards; (2) to prevent accidents, fires, and personal injuries; and (3) to appraise the safety performance of the unit where the incident occurred to determine whether or how it should be improved.

2. There are two types of safety inspections:

   a. Periodic Inspections are made by the designated Safety Officer at least annually. Such inspections include the following:

      (1) A review of the accident records, the last safety inspection report, and any new practices that have been implemented since the last inspection of the premises.

      (2) An examination of safety equipment, observation of daily operations, review of safe practices, and the effectiveness of measures used to promote safe behavior. A constant lookout should be made for dangerous apparatus or processes.

(3) Recommendations for changes designed to correct hazardous conditions or practices. Such recommendations shall be submitted to the Chairman of the Safety Committee, to the responsible Operating Official, or Head of the Independent Office.

b. Continuing Inspections should be made in accordance with a schedule based upon the hazards involved. For example, a safety device on whose unfailing functioning a workman's safety depends should be inspected daily, whereas the entire machine could be inspected weekly or monthly. The need for daily, weekly, or monthly inspections will depend on the kind of equipment and frequency of use.

(1) Normally an individual in a supervisory capacity, e.g., superintendent, foreman, or master mechanic within the area of operations, conducts the continuing inspections.

(2) The inspector should take immediate corrective action and submit a written report to the Safety Officer.

CHAPTER III. INVESTIGATIONS

1. Accident investigations are of major importance to a safety program and are normally conducted by the designated Safety Officer. The basic objective of an investigation is to acquire as much pertinent information as possible concerning the accident, and to determine how a similar accident can be prevented. This is not to say that responsibility cannot be fixed where personal failure has caused the accident, or that those at fault should be excused from the consequences. Accidents do not just happen, they are caused. With few exceptions, an unsafe physical condition, an unsafe act, an unsafe personal factor, or a combination of these is the cause of every accident.

   a. Unsafe physical conditions include those due to defects in equipment, errors in design, faulty planning, or omission of essential safety requirements for maintaining a relatively hazard free physical environment. An unsafe physical condition may be grouped in one of the following seven categories:

      (1) Inadequate mechanical guarding;

      (2) Defective condition of equipment;

      (3) Unsafe design or construction;

      (4) Hazardous process, operation, or arrangement, e.g., unsafe piling, stacking, overloading, etc.;

(5) Poor illumination;

(6) Inadequate ventilation; or

(7) Unsafe apparel, e.g., loose clothing, absence of or defective gloves, apron, or shoes.

b. An unsafe personal act may be classified as one of the following:

(1) Working unsafely, e.g., improper lifting, handling and placement of materials and equipment, failure to respond to safety warnings;

(2) Performing operations for which permission has not been granted;

(3) Removing safety devices or altering their operations so that they are ineffective;

(4) Operating wheels or equipment at unsafe speeds or in an unsafe manner;

(5) Use of the improper equipment for the job to be performed; or

(6) Failure to wear safe apparel or utilize protective devices.

c. An unsafe personal factor is the mental or bodily characteristics of the individual which could cause an accident. Unsafe personal factors to look for are:

(1) Carelessness;

(2) Lack of knowledge or skill for the job to be performed;

(3) Physical defects, e.g., faulty vision, poor hearing, etc.; and

(4) Physical state, e.g., fatigue, nervousness, etc.

2. The success of a preventive safety program will depend on the information received through the investigation of accidents. The following principles are offered as a guide for the investigating officer:

a. Every accident should be investigated as thoroughly as the capability and experience of the investigator permits.

b. Promptness is essential. Conditions change quickly and details are soon forgotten. A prompt and thorough investigation will indicate to the employees the importance attached to the matter of their safety and provide the safety officer with the essential information to take corrective action.

c. Neither the investigation nor the investigator should be under the control of the supervisor of the unit involved, because few persons can be unbiased and objective about a situation or condition involving their own work.

d. Since a physical hazard and an unsafe act are present in the great majority of accidents, both should be thoroughly

investigated. Every effort should be made to find means of eliminating the physical hazard. Similarly, appropriate means of correcting the unsafe practice should be sought.

e. The written report should present findings in clear definite language so that there is no possibility of misinterpretation of any of the data presented.

3. Personal Injury Investigations

The investigator should not leave the impression that he is attempting to fix blame, otherwise an attitude of "covering up" may develop which would make it difficult or impossible to get all the facts. The investigative report should include:

a. Name and address of injured person;

b. Time of accident (hour, day, month, year);

c. Specific place where accident occurred;

d. Details of injured person's activities at time of injury;

e. Nature of injury (bruise, laceration, burn, etc.);

f. Location of injury (head, arm, leg, etc.);

g. Date injured stopped work;

h. Date injured returned to work;

i. Estimated cost of property or damaged equipment;

j. Statement by injured person concerning factors leading to the accident;

k. Statements from witnesses;

l. Cause of accident; and

m. Corrective action taken or recommendation for corrective action.

4. Fire Investigations

a. Each fire should be investigated thoroughly. All determinable factors which contributed to the origin and spread of the fire, or which were responsible for casualties, should be clearly explained.

b. The following items should be included in the narrative report as appropriate. A checklist of these items for use of the investigator at the scene of the fire would ensure that essential data is not overlooked.

(1) Date, Time. Date and time when alarm was transmitted.

(2) General Class of Property. Names of the occupying components and what building was used for.

(3) Operating Status. Indicate whether operating or closed at time of fire.

(4) Detection and Alarm. How fire was discovered (watchman, employee, sprinkler system, etc.) and how the alarm was transmitted, if applicable, to the fire department (telephone, public fire alarm box, automatic detection system, etc.)

(5) Origin of Fire. Full details where fire started (floor level, room, part of building).

(6) Construction of Building. Number of stories, general type of construction of outside walls, interior walls, floors, and roof.

(7) Extent of Fire. Whether fire was confined to place of origin, spread within the building, or spread to other building(s).

(8) Cause of Fire. What material first started to burn, and what caused the initial flare-up.

(9) Other Factors Contributing to Loss. Nature of contents, and fire protection factors influencing extent of damage.

(10) Contents Features Influencing Fire Spread. Specific materials and contents that influenced spread of fire, e.g., escape of flammable gases, stock piled too high, rubbish accumulation, oil and grease deposits.

(11) Public Fire Protection. Number of engine companies, ladder companies, and other equipment that responded. Note such factors as no public fire department, inadequate water supplies, or insufficient equipment.

(12) Private Fire Protection. Details of private fire protection such as automatic sprinkler system,

automatic fire detection, watchman, and fire extinguishers. Give any deficiencies in above protection.

(13) Casualties. Names of employees, visitors, etc., injured or killed by the fire.

(14) Photographs. If possible, obtain photographs showing origin of fire, direction of spread, any observed weaknesses such as blocked or open fire doors, and any suspicious evidence.

(15) Estimated monetary losses for buildings and contents.

It is obvious that only the most skilled fire investigator can handle with authority all the factors and questions set forth above. Lesser skilled investigators should use the above as a guide and prepare a report as detailed as their expertise permits.

5. Motor Vehicle Accident Investigations

a. The basic objective of a motor vehicle accident investigation is to determine exactly how the accident occurred in order to: (1) ensure the use of the most effective prevention techniques so as to prevent similar accidents; (2) assist in liability claims procedure, including court action; (3) determine whether or not the accident was preventable; and (4) support disciplinary measures when necessary.

b. An investigator's checklist covering items (1) through (7) is very helpful at the accident scene to ensure that all basic data is obtained. All information should be recorded on the spot. The investigative report should be narrative in form, and include at least the following information:

(1) Results of interviews with the drivers involved.

(2) Statements from witnesses and passengers. It is important that these individuals be interviewed before they leave the scene of the accident. Obtain specific facts. If witness indicates "fast," ask How fast; "long distance," ask How long. Several suggestions for interviewing are:

(a) Show courtesy and consideration at all times.

(b) Interview each witness or passenger separately.

(c) Make no attempt to coerce witnesses who refuse to make a statement.

(d) Do not engage in controversies with witnesses.

(e) If a statement of one witness is quoted to another witness, do not give name of witness quoted.

(3) Record names, addresses, and extent of injuries of injured persons.

(4) Obtain description of each vehicle, names of owners and insurance companies, and extent of damages.

(5) Photography is an excellent way to record facts, prove statements, record things you may fail to notice, or to refresh your memory. Photographs should be made as soon as possible after interviews of drivers, passengers, and witnesses. The following should be supported by photographs:

(a) Direction of each vehicle from point of impact;

(b) Direction from each approach to point of impact showing view each driver had;

(c) A close-up showing point of impact;

(d) An over-all view of the scene;

(e) Each vehicle, showing extent of damage;

(f) Debris, skid marks, or other physical evidence; and

(g) Any road defects, obstructions, or foliage which blocks view, or other physical conditions which may have contributed to the accident.

(6) A diagram of the accident scene should be drawn to indicate:

(a) Width of road, condition, and type of pavement;

(b) Width and number of traffic lanes, shoulder of road, and drop off pavement to edge of shoulder;

(c) Point of impact;

(d) Location and direction travel of each vehicle prior to impact, at impact, and after impact, and distance each traveled after impact;

(e) Exact location of accident. This is best done by identifying it with some permanent object such as utility pole number, bridge, road sign, etc.;

(f) Length of skid mark for each wheel;

(g) Exact position and description, i.e., size, height, etc., of any objects which may have obstructed the vision of any driver; and

(h) Exact location of debris, marks, spilled liquids, traffic sign or light.

(7) The mechanical condition of the vehicle should be checked where possible if the malfunctioning of the vehicle appeared to be a factor in the accident. The extent of the check, of course, would depend upon the extent of damage. If it is not feasible to examine the vehicle at the scene of the accident, it should be examined thoroughly upon its return to the shop.

c. The conclusion of the accident investigation report should include the following:

(1) Primary cause of the accident;

(2) Secondary cause, i.e., emotional strain, fatigue, medication; and

(3) Recommendations and suggestions as to how similar accidents might be prevented in the future.

d. The extent and scope of a motor vehicle accident investigation will depend upon the nature of the accident and the experience of the investigator. In any case the police report should be obtained whenever possible.

CHAPTER IV: RECORDS, TYPES & USE OF STATISTICS

1. Accident Report Form 2652a (figure 1) should be completed for each of the following:
   a. Injuries incurred by employees in the performance of official duties;
   b. Accidents involving official or quasi-personal vehicles and accidents involving personal vehicles operated on official business which result in personal injury or in damage of one hundred dollars ($100) or more to the vehicles, property, or equipment, regardless of who was injured or what was damaged; and
   c. Other accidents, fires, or explosions which result in damage to property or equipment.

   One copy of Form 2652a together with an investigative report should be forwarded through normal channels to the Safety Staff for management purposes.
2. Investigative reports covering accidents, injuries, and fires supply the information necessary to transform haphazard, costly, and ineffective safety procedures into a competent safety program. These records may be used to:
   a. Judge the effectiveness of the safety program by showing whether the accident rate is getting better or worse;

b. Determine the principal accident sources, and provide safety officers and operating officials with information about the most frequent unsafe practices and unsafe conditions so that their efforts may be concentrated where the largest reductions in accidents can be effected;

c. Create interest in safety among supervisors by furnishing them with the accident experience of their units; and

d. Furnish the information necessary for compensation of the injured persons where appropriate.

3. The following paragraphs provide definitions that are used by industry and government to record and measure personal injury, motor vehicle accident, and fire experience. Insofar as possible, these terms should be used in safety reports.

a. Personal Injury

(1) Occupational Injury is any injury such as a cut, fracture, sprain, amputation, etc., which results from a work accident.

Occupational Illness is any abnormal condition or disorder caused by exposure to environmental factors associated with employment.

(2) Definitions of Categories of Occupational Injuries and Illnesses:

(a) First Aid - one-time treatment and subsequent observation for minor scratches, cuts, bruises, etc., which do not ordinarily require medical aid.

(b) Fatality - death resulting from an occupational injury or illness, regardless of the time between the injury and death.

(c) Lost Workday - cases, other than fatalities, that result in the loss of one or more days from work, or restricted activity, beyond the date of injury or detection of illness.

(d) Non-fatal - cases, other than Lost Workday, that result in one or more of the following: (1) medical treatment beyond first aid (as defined below), (2) diagnosis of occupational illness, (3) loss of consciousness, (4) permanent transfer to another job.

Medical Treatment includes treatment administered by a physician or by registered professional personnel under the standing orders of a physician. Medical treatment does NOT include first aid treatment (one-time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do

not ordinarily require medical care) even though provided by a physician or registered professional personnel.

(3) Days Lost are the workdays, after the date of injury or illness, for Lost Workday cases that the employee would have worked but could not.

(4) When appraising safety programs, insofar as personal injuries are concerned, it is the accepted practice to include only the injuries listed in (2)(b), (c), or (d). If first aid injuries were included in measuring safety performance, the desire to make a good showing may conflict with the efforts to get employees to report minor injuries.

Incidence Rate (IR) is the number of injuries and illnesses listed in (2)(b), (c) and (d) per 200,000 man hours worked. The IR is normally figured separately for each category and for the combined three categories. Written as a formula it is:

$$\text{Fatality IR} = \frac{\text{Number of Fatalities x 200,000}}{\text{Number of Man Hours Worked}}$$

$$\text{Lost Workday IR} = \frac{\text{Number of Lost Workday Injuries x 200,000}}{\text{Number of Man Hours Worked}}$$

$$\text{Nonfatal IR} = \frac{\text{Number of Nonfatal Injuries x 200,000}}{\text{Number of Man Hours Worked}}$$

$$\text{IR} = \frac{\text{Number of Fatalities, Lost Workday, Nonfatal Injuries x 200,000}}{\text{Number of Man Hours Worked}}$$

(5) Man Hours Worked. Because precise accounting figures are not usually available relative to man hours worked, i.e., regular hours, overtime, holidays, sick leave annual leave, etc., the figure of 2,000 hours per annum is used for each full-time employee. However, if actual hours worked and leave taken are a matter of record, this figure will be utilized.

(6) Cause Classification. Statistics should consist of uniform classification of the injuries in order that analysis may bring out pertinent information for specific problems. Suggested cause classifications are listed in figure 2.

(7) Monthly or quarterly tabulations of injuries (figure 3) are suggested as they provide an excellent gauge to the trend of safety performance.

b. Motor Vehicle Accident. A motor vehicle accident is one which involves an official or quasi-personal government vehicle or personal vehicle operated on official business and results in a personal injury or damage in the amount of one hundred dollars ($100) or more to the vehicle, property, or equipment. The motor vehicle frequency rate is the number of accidents per one million miles driven. The formula for computing the frequency rate is:

$$\text{MVFR} = \frac{\text{Number of Motor Vehicle Accidents} \times 1{,}000{,}000}{\text{Number of miles driven}}$$

c. Fire is an occurrence of burning, smoking, or smoldering which results in damage to government motor vehicle, property, or equipment.

ACCIDENT REPORT

TYPE OF REPORT:		(A) PERSONAL INJURY (B) VEHICLE ACCIDENT *(check one)* OFFICIAL ☐ QP ☐ PERSONAL ☐ (C) FIRE (D) OTHER

DATE OF REPORT	DATE AND TIME OF OCCURRENCE

NAME AND OCCUPATION OF INJURED EMPLOYEE

A.

B.

CHECK APPROPRIATE BLOCK IF EMPLOYEE WAS:

	ON PERMANENT ASSIGNMENT, OR:		TEMPORARY DUTY

PLACE OF OCCURRENCE

NATURE AND SEVERITY OF INJURY

CAUSE OF ACCIDENT

CORRECTIVE ACTION

DID INJURY RESULT IN LOST TIME? *(Check one)*		YES		NO

IF AFFIRMATIVE:	(A) DATE INJURED STOPPED WORK
	(B) DATE INJURED RETURNED TO WORK
	(C) DATES OF RESTRICTED OR PART-TIME ACTIVITY, IF ANY

DID INJURY RESULT IN TWO OR MORE VISITS TO A PHYSICIAN? ☐ YES ☐ NO

WAS THE INJURED EMPLOYEE HOSPITALIZED? ☐ YES ☐ NO

NAME AND ADDRESS OF THE HOSPITAL

NAME OF GOVERNMENT MOTOR VEHICLE OPERATOR *(employee)*

COST *(Estimated)* OF DAMAGE TO VEHICLE, PROPERTY, EQUIPMENT

GOVERNMENT: VEHICLE _____ PROPERTY _____ EQUIPMENT _____

OTHER : VEHICLE _____ PROPERTY _____ EQUIPMENT _____

DESCRIPTION OF DAMAGE

GOVERNMENT:

OTHER :

SIGNATURE *(Individual completing Form)*	DATE OF SIGNATURE

FORM 11-74 **2652a** USE PREVIOUS EDITIONS

FIGURE 1

(3-14-20.43)

CAUSE CLASSIFICATION - PERSONAL INJURIES

11. Aircraft

12. Watercraft

13. Motor Vehicle - Collision

14. Motor Vehicle - Noncollision

15. Office - Handling Equipment, Supplies, Etc.

    -1 Safes & vaults
    -2 Falling supplies & equipment
    -3 Handling supplies
    -4 Handling equipment
    -5 Striking against equipment
    -6 Miscellaneous

16. Fires - Includes all results from any accidental fire or arson

17. Electricity

18. Dusts - Gases - Chemicals

19. Slips and Falls

    -1 Stairways, steps
    -2 Sidewalks, walkways, curbs
    -3 Floors, hallways
    -4 Roads & parking lots
    -5 Ladders, stools, chairs
    -6 Other

20. Lifting

21. Falling and Flying Objects

22. Hand Tools

23. Machinery

24. Striking Against Material and Equipment (Non-office)

25. Handling Material and Equipment (Non-office)

26. Ordnance

27. Training Accidents

28. Occupational Disease

29. Enemy Action

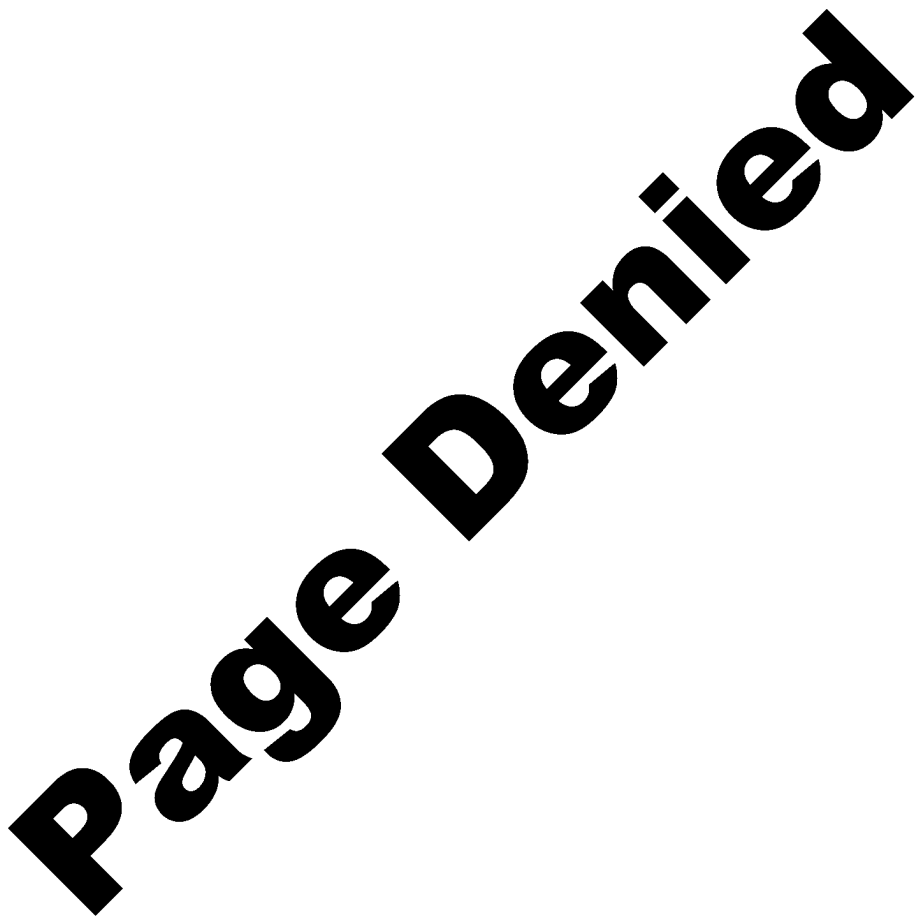
30. Miscellaneous

Figure 2

SUMMARY OF INJURIES

Month	Average No. of Employees	Man Hours Worked	First Aid Injuries	Disabling Injuries		Incidence Rate
				Number	Days Lost Charged	

Figure 3



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How effective are safety committees?

Labor representation on task force committees can provide valuable input from a different point of view and provide convincing feedback to the workforce concerning management's intentions.

by William P. English

Since the dawn of the "safety movement" early in the century, fledgling safety programs often have been launched with the establishment of "safety committees," and it is not surprising that this emphasis persists in the propaganda of leading volunteer safety information organizations today.

The committee syndrome, as historically practiced, is a holdover from the days when safety programs were largely a matter of machine guarding and "common sense." Our technology explosion has brought us past that phase to the utilization of human factors engineering, systems safety, and the handling of complex toxic, radiologic, and electromagnetic radiation exposures. The "engineering" approach of removing or controlling the hazard is the most elegant and should be the primary approach in the management of risk, but not all hazards lend themselves solely to that treatment. A behavioristic element is almost always present. Committees lend themselves more to behavioristic efforts than to safety engineering.

Improvement of "employee participation" is a recurrent term in the pronouncements of federal safety agencies and big labor alike that usually has reference to the establishment of joint labor/management safety committees. There are many ways to promote employee participation and many kinds and uses of safety committees. This article is a discussion of strengths and weaknesses of committees and how they can be used and misused in the name of occupational safety.

Standard abuses

Safety committees, especially the joint labor/management type, have a bad reputation and a poor record of accomplishment, generally, with several good reasons:

Lazy management that is put under pressure from the insurance carrier, top management or government to "do something" about excessive losses may appoint a safety committee to show some activity but may have no intention of expending any management energy on the accident problem. At its worst, such a committee will be comprised of hourly-rated production workers, with perhaps one supervisor included, and little guidance is given.

Constitution of the committee enables management to avoid criticism for doing nothing without actually taking the time and effort to identify or analyze problems, and no specific management action is ever taken to reduce accidental losses.

Ignorant management sometimes sets up committees to do management's job in safety. Such abdication of responsibility is not only an unproductive use of the time and talent of the committee members, but has a negative effect of demonstrating that the boss does not have time for safety.

In establishments where there is a polarization of labor/management viewpoints, joint committees have a negligible chance of success.

Types of legitimate committees

There are several types of committees besides the general labor/management joint committee:

1. *Safety policy committee,* consisting of the Chief Executive Officer in the organization and his functional staff, is the first committee that should be constituted in any safety program. The boss should be the Chairman and the safety officer should be Secretary. Agendas should be published a week in advance of the meeting date so that members can be prepared for useful deliberations when they meet.

Non-members of the committee may be invited to attend meetings because of their expertise on a given subject.

The purpose of the safety policy committee is to define major loss problems, assign task force committees to propose specific remedies for identified problems and recommend workable safety policy elements.

No safety policy committee can function without the participation of the CEO and the full participation of members. If key members are frequently absent, the committee will fail to accomplish its mission.

2. *Task force committees* are appointed to incorporate functional specialists who have the skills to deal with specific subjects assigned by the safety policy committee. Its members usually are not part of the senior committee.

Clear objectives should be assigned, including a reporting date by which its work is to be done. A task force committee is discharged following the completion of its assignment.

Labor representation on task force committees can provide valuable input from a different point of view and provide convincing feedback to the workforce concerning management's intentions.

3. *Standing committees* on the control of specific types of chronic hazards may be established. Their titles and functions will vary by industry, but they are vital to effective engineering control of risk in high-hazard industries. Some examples of these are:

a. *Stored energy committee.* If pneumatic, hydraulic, hydrostatic or similar kinds of kinetic and potential energy are present in the production process, careful analysis of amounts of energy, equipment, work practices and control of employee exposures should be studied so that prudent precautions may be taken.

For example, if compressed air is used to power tools, the committee may write the specifications for hoses, valves, couplings, and gauges, and recommend that head protection be worn to protect against ruptured lines.

b. *Material Handling Committee.* In a heavy manufacturing operation such a committee may analyze all production crane lifts and engineer rigging arrangements to facilitate the training and supervision of material handlers, for example.

Engineering of lifting equipment and the required maintenance and inspection of such equipment would be other functions.

c. *Process Safety Committee.* In process industries, the chemistry and physics of the process should be evaluated by this committee to present recommendations on such matters as vessel design, plant configuration and process controls.

Constituency of these committees should be based on the specialty competence required and the departmental interests in the safe performance of the risk in question. For example, the material handling committee in a heavy fabrication plant may include competent engineers who represent the interests of design engineering, quality control, plant engineering and manufacturing. The safety practitioner should be the secretary to all standing committees.

People are more likely to accept and follow safe work procedures if they have a voice in the formulation of the procedures.

4. *Employee committees* utilizing hourly-rated productive personnel may also be constituted. The best way to use such committees depends heavily upon the industry in question, the organization of the company, its management style, the size of its units, and the quality of employee relations, among other things.

Committee purposes

Employee committees may serve several purposes:

a. *To train people.* Committees can be used to bring how-to-do-it information to the workplace. Employees assigned to safety committees are given materials and instructions designed to help them do their jobs safely. This approach may lend dignity to the training process, if handled well, but the most important limitation is that non-members of the committee may not be reached at all.

b. *To bring peer pressure on individuals.* As the "Now Generation" comes of age, it becomes increasingly important to involve all levels of employment in behavioristic motivational efforts. The committee, if well handled, provides a vehicle for doing so. If it's their committee rather than management asking them to work safely, they are more likely to listen.

c. *To promote involvement.* People are more likely to accept and follow safe work procedures if they have a voice in the formulation of the procedures. This process is more significant where there has been polarization of viewpoints, especially where militant factions are involved.

d. *To promote competition.* American society is extremely competitive, and the formulation of departmental committees can sometimes concentrate the will to win on accident prevention goals that are well defined.

e. *To analyze problems.* Sometimes mysterious problems occur that are difficult to define and analyze. The operator on the line may be able to make the most significant contribution to the solution of a knotty problem because he has insights into the production process no one else has. There is not a very direct relationship between education and intelligence, and hourly personnel are not more or less intelligent

than management. They just have a different point of view.

The breakthrough in the most perplexing technical problem in my safety career was suggested by a semi-literate immigrant who was performing an entry production job.

5. *The safety observer program* is a variation permitting employee participation with potential in any industry, union or non-union. This program has been highly developed by General Electric, Westinghouse Electric Corporation, IBM and other industrial employers with advanced safety programs.

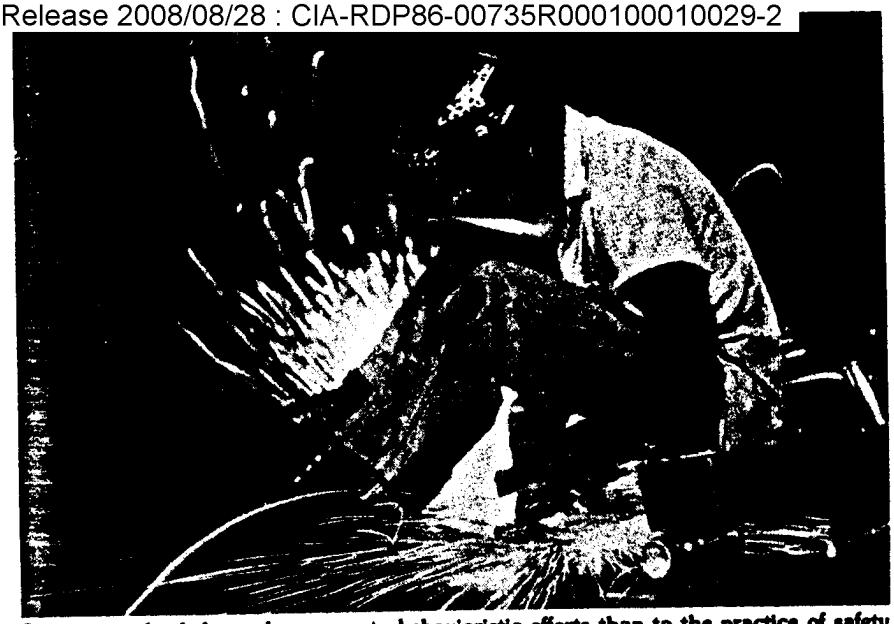
Each supervisor in the plant appoints an hourly employee in his section thought to have leadership potential to be a "safety observer." All new appointees attend orientation classes where plant safety personnel teach them the fundamentals of accident prevention, starting with the historical development of safety programs, outlining the progress that has been made, and explaining basic theories and definitions.

Following orientation, safety observers should attend periodic meetings (usually monthly) on specific safety subjects such as pneumatic tools, ladders and scaffolds, welding and compressed gases, etc. Each safety observer becomes expert at protecting himself in the workplace and is instructed to use his personal influence to motivate his co-workers to work safely. He is also instructed in how to work with his supervisor to get unsafe conditions corrected. The safety observer may participate in safety inspections.

If the program is to succeed, it is necessary that the safety observer function be given a high status, with distinctive tokens such as specially colored hard hats with attractive medallions, and the installation of new members must be highly publicized and attended by top management.

Following the safety observer's term, which may be as short as three months or as long as a year, he becomes a "senior observer," with suitable recognition, and is encouraged to continue his influential role. "Once a safety observer, always a safety observer," and theoretically everyone in the workforce is cycled through the program sooner or later.

Meetings may have to be held on overtime so as to show that management is seriously interested and



Committees lend themselves more to behavioristic efforts than to the practice of safety engineering.

to avoid the absence of "indispensable" personnel, such as operators of key equipment. Participants in the program should be warned against "playing cop" or functioning as representatives of management, lest they be rejected by their peers.

Conclusion

Where specific or immediate action is required or specific direction is needed, joint labor/management committees generally tend to be ineffective, but strategically such committees can have more impact, can delicately bury foolish employee suggestions or blunt destructive criticism of the safety program.

Poorly managed committees can promote "safety" innovations that are useless, or worse yet, more hazardous, and if their suggestions are ignored, the effect on safety attitude and employee relations can be negative.

The costs of committees, though hidden, can be consequential, and to use them effectively careful thought should be given to their constituency, their charter should be clear and specific, and there should be decisive leadership to keep deliberations from degenerating into gripe sessions.

Management's demonstration of interest and good faith is more important than promotional gimmicks and high-sounding titles. Committees are more likely to succeed where labor and management perceive common goals.

Committees can be used to bring how-to-do-it information to the workplace.

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